Visioneer® OneTouch® 8820 Scanner

FOR USB CONNECTION

Installation Guide

visioneer

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This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation

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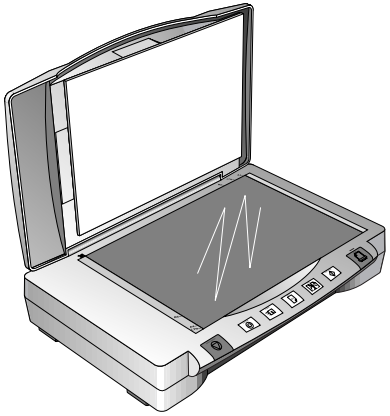
WELCOME

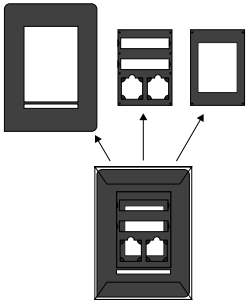
Congratulations on purchasing your Visioneer OneTouch 8820 scanner. With your scanner, you can quickly scan paper documents, color photos, film strips, film negatives, and transparency sheets to place their electronic images on your computer.

WHAT'S IN THE BOX

Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.

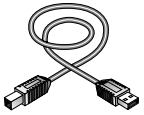


Visioneer OneTouch 8820 Scanner



Transparency Masks

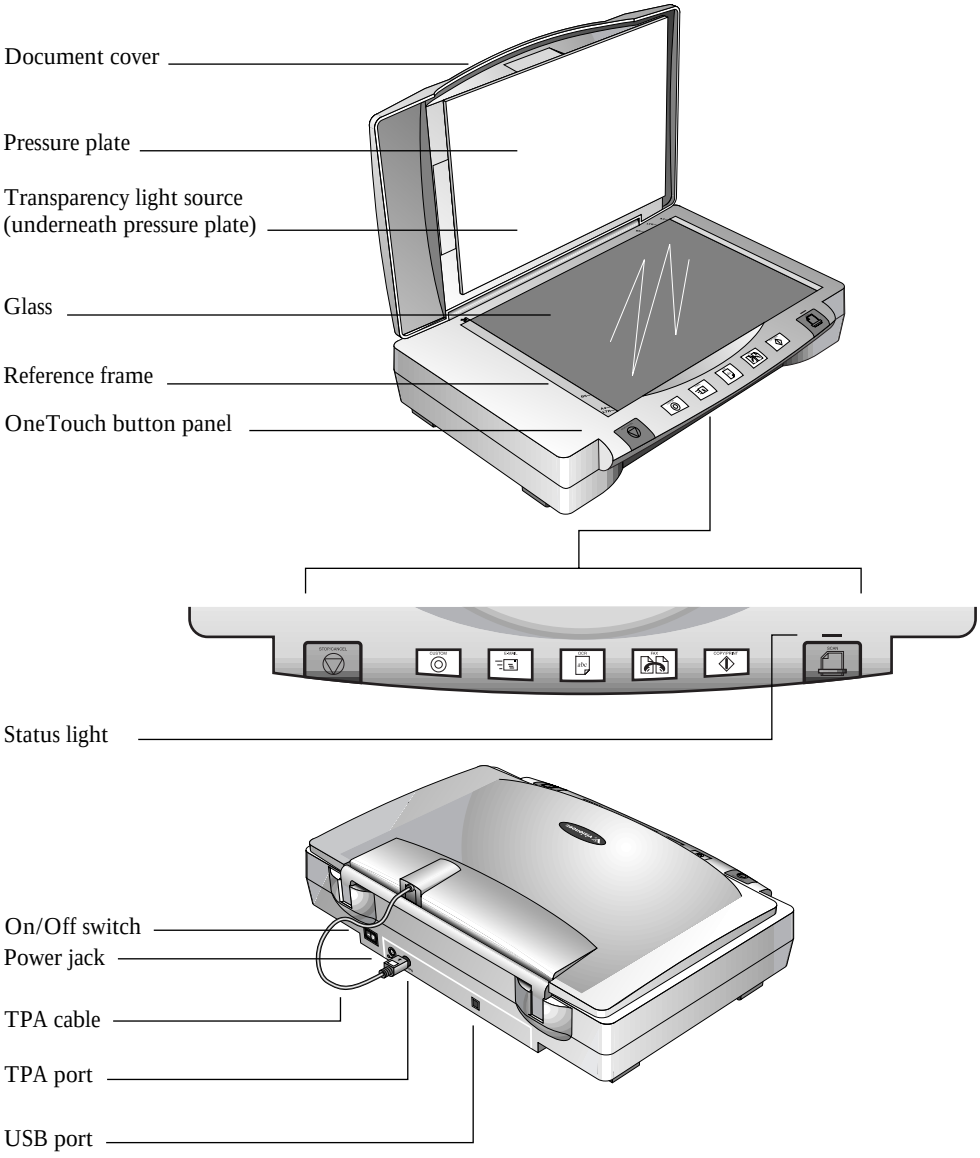
Software CD



USB Cable

Power supply

THE VISIONEER ONETOUCH 8820 SCANNER



Document cover. Close the document cover after placing items on the scanner glass.

Pressure plate. Helps to secure paper documents in place on the scanner glass. Also protects the transparency light source. Before scanning transparencies, unsnap and remove the pressure plate to uncover the transparency light source.

Transparency light source. Shines light down through the glass onto the scanning sensors in the body of the scanner.

Glass. Place items face down on top of the glass in the upper left corner.

Reference frame. Place items face down within this frame. Markings on the border of the frame show where to align various paper sizes.

OneTouch buttons panel. Press a OneTouch button to scan, copy/print, email, fax, OCR (convert items to text), or scan with custom settings.

Status light. Shows the scanner's status. Green light: scanner is on and ready to scan. Orange light: scanner is busy.

On/Off switch. Turns the scanner's power on and off.

Power jack. Plug the scanner power cord into this jack.

TPA cable. Supplies power from the scanner body to the transparency light source.

TPA port. If the TPA cable is unplugged or loose, plug it into this port.

USB port. Plug one end of the USB cable into this port; plug the other end into a USB port on the computer, keyboard, or USB hub.

WHAT YOU NEED

To use the OneTouch scanner and software, you need the following:

- IBM PC (or 100-percent compatible) Pentium or equivalent
- Microsoft Windows 98, Windows 2000, or Windows Me
- One available Universal Serial Bus (USB) port
- Available internal memory (RAM):
  - Windows 98—32 megabytes (MB) or more
  - Windows 2000 or Windows Me—64 megabytes (MB) or more
- 70 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels. To set your monitor's colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.
- A CD-ROM drive

GETTING THE PAPERPORT SOFTWARE USER'S GUIDE

The CD also includes your *PaperPort User's Guide*. This guide provides more detailed information about the PaperPort software's features. Please see the CD to view or print the guide.

Installing

This section of the guide contains instructions for connecting your OneTouch 8820 scanner to a USB port.

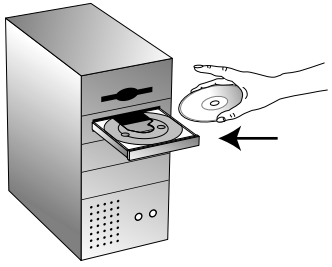
The PaperPort CD includes all the necessary installation files, as well as PaperPort software files and other software files. The CD also includes the *PaperPort User's Guide*. You can read the guide from the CD, or print a copy directly from the CD.

STEP 1: INSTALLING THE PAPERPORT SOFTWARE

Note: You must install the PaperPort software **before** connecting the scanner to the computer. Otherwise the correct software to run your scanner will not be installed and it may not scan properly.

To install the PaperPort software:

1. Start your computer and make sure that no other applications are running.
2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.



Note: If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, the Autorun option on your computer is turned off. Click the Windows icon named My Computer. The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

3. From the list of options that appears on the screen, select **ScanSoft PaperPort**.
4. Follow the instructions on the screen to install the PaperPort software on your computer.

   During installation, a message tells you to connect the scanner to the computer.

5. Follow the steps in the next section to connect the scanner. When you're finished, click **Finish** in the dialog box above.

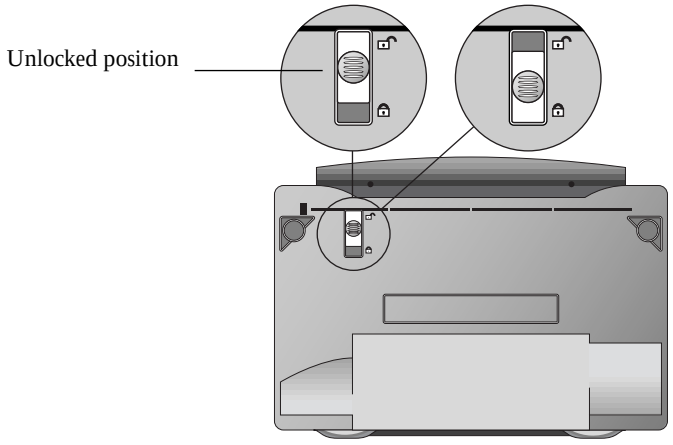
STEP 2: CONNECTING THE SCANNER

The OneTouch 8820 scanner connects to any available USB port. Check your computer's user's guide for its USB port locations.

Note: You do not have to shut off the power to your computer when connecting the scanner.

To connect the OneTouch 8820 scanner to a USB port:

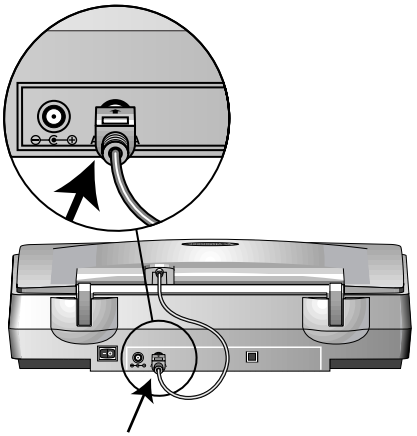
1. Turn the scanner over to see the locking tab on the bottom. Slide the locking tab to the unlocked position.



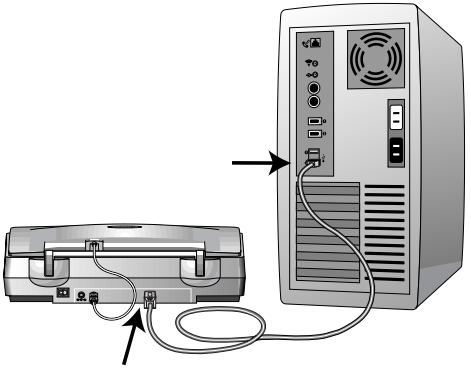
Note: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but always remember to unlock it before scanning. The scanner will not scan when locked.

2. Check that the TPA cable is plugged into the TPA port on the back of the scanner.

   Your 8820 scanner is shipped with the TPA cable already plugged into the TPA port, however, if the cable came loose during shipping, you must plug it into the port securely.



3. Plug one end of the USB cable into an available USB port on the computer.
4. Plug the other end of the USB cable into the scanner's USB port.

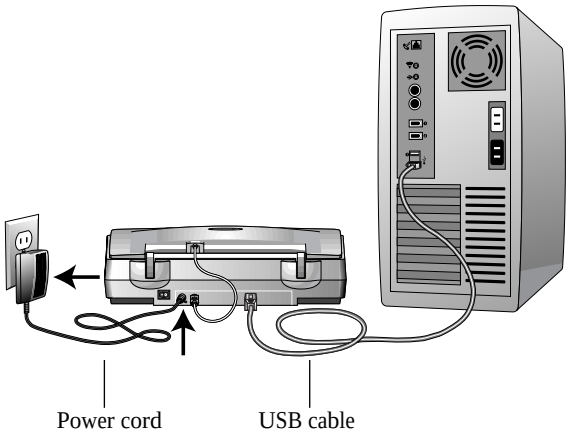


   Some newer computers also have keyboards with USB ports. You can plug the scanner into the keyboard instead of the USB port on the computer.

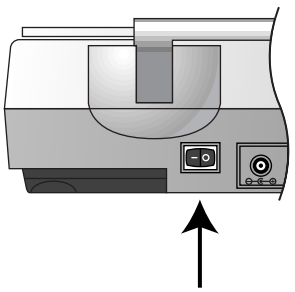
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

5. Plug the power adapter cable into the power jack on the back of the scanner.
6. Plug the power adapter into an AC (wall) outlet.

   The following diagram shows the scanner connected to a computer.



7. Turn on power to the scanner. The status light comes on indicating the scanner is receiving power.



Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software from the CD to run the scanner.

When the software is finished loading, the Finish button on the dialog box on the computer screen becomes active.

8. Click the **Finish** button.

   The scanner's status light is green when the scanner and computer are communicating properly.

   That completes the steps to connect your scanner to the computer.

9. You can also install the other software from the CD or view and print the User Guides.

   Remove the CD from the computer and store it in a safe place.

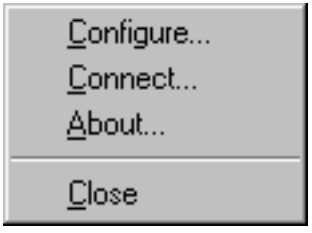
STEP 3: CHECKING OUT YOUR SCANNER

The OneTouch scanner software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the scanner icon looks like the one in this figure.

If the icon has a red X through it, the scanner is not properly connected. See the next section, "If the Scanner Is Not Properly Connected," for the steps to fix the problem.

To check the status of the scanner:

1. Place the mouse pointer on the scanner icon in the Windows taskbar.
2. Right-click the icon. The shortcut menu appears.



3. Choose **About** from the shortcut menu.

   A dialog box confirms that the scanner is properly connected.

4. Click **OK** to close the dialog box.

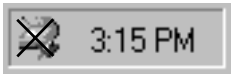
That's it. Your scanner is ready to scan.

See "Scanning Paper Items with the OneTouch Buttons" on page 14.

Note: The scanning lamp under the scanner's glass needs to warm up before you can scan. A status message lets you know when the lamp is ready. The lamp then remains ready so you don't have to wait each time you want to scan. To conserve electricity and prolong the life of the scanner, you can set the length of time for the lamp to remain lit before powering down. See "Setting Preferences" on page 33.

IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red "X" through it, the scanner is not properly connected.



Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the light still doesn't come on, plug the power adapter into another electrical outlet.

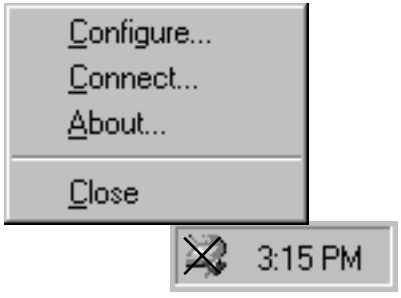
- **Is the scanner's locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems connecting the scanner.

To connect the scanner:

1. After checking for all the above problems, right-click the scanner icon with the red X over it.

   The shortcut menu appears.



2. Choose **Connect** from the shortcut menu.

   The software finds the scanner and makes the connection. The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at www.visioneer.com for additional technical information. You can also receive software updates from the Windows Start menu by choosing **Programs**, then **PaperPort**, then **Check for OneTouch Updates**.

Scanning

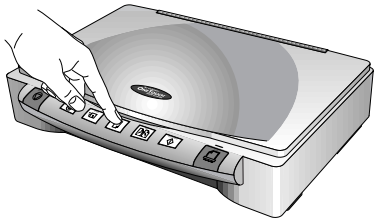
THREE WAYS TO SCAN PAPER ITEMS

You can scan paper items by pressing a OneTouch button, by clicking a button on the screen, or from the PaperPort software.

Note: To scan transparencies you must scan from PaperPort (or other Twain software). See "Scanning an Item with the Twain Button" on page 37 for details.

- **Scan with the Scanner Buttons**

  Press a button on the scanner's front panel.



- **Scan from the Screen**

  Click the scanner icon on the Windows taskbar. A panel representing the scanner buttons appears. Click a button on the panel on the screen.

- **Scan from the PaperPort Software (or Other Twain Software)**

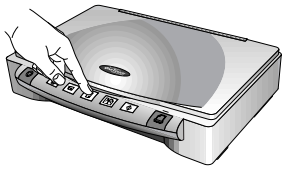
  To scan from the PaperPort software, start the software, and then click the Twain icon on the PaperPort Command Bar. You can also scan from other Twain software.

SCANNING PAPER ITEMS WITH THE ONETOUCH BUTTONS

Pressing a scanner button scans the item, and then sends the image either to the printer, or to a software application on your computer.

To scan by pressing a button on the scanner:

1. Place an item to scan on the glass, face down, and align the edge of the item with the arrow marker at the upper left corner of the glass.
2. Close the document cover and press one of the OneTouch buttons.



When scanning is complete, the status message shows the destination application for the image. For example, if you pressed the Fax button, the destination application is your fax software. In the sample below, the scanned image appears on the PaperPort Desktop.

During scanning, the scan progress window shows a small copy of the image, as illustrated by this example:

SCANNING FROM THE BUTTON PANEL ON THE SCREEN

Scanning from the button panel on the screen is just like pressing a scanner button, except you click the button on the screen. The scanner scans the item, and then sends the image either to the printer, or to a software application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

To scan from the screen:

1. Place an item to scan on the glass, face down, and click the scanner icon on the Windows taskbar.

   The scanner button panel appears on the screen.

2. Click the button you want to use to scan.

   The scanner starts scanning the item; the messages about the scanning appear above the Windows taskbar; the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination application.

3. To close the panel when you're finished, click the scanner icon in the panel's upper left corner.

The icons on the buttons indicate the destination application for the scanned image. For example, in the illustration above, the icon on the email button is for the email application, MS Outlook. When you click the email button, the item is scanned, and then MS Outlook opens. In this case, the scanned image automatically becomes an attachment to send with an email message.

A question mark on a button means your computer does not have an application that corresponds to the button's functions. For example, a question mark on the Fax button means your computer does not have a fax application.

ABOUT THE ONETOUCH BUTTONS

The OneTouch buttons are preconfigured to scan items at various settings, and then send the scanned image to a preselected software application—called the Destination Application. You can change the settings for each button except the Stop/Cancel button. See “About the Configuration Dialog Box” on page 23.

The following table lists the scanner’s preconfigured settings:

Button	Preconfigured Settings
Scan	Scans the item as an 8.5" x 11" color page and displays it in PaperPort
Copy/Print	Prints the scanned item in black and white on your printer/copier at the printer/copier’s default resolution
Fax	Displays the scanned item in your fax software as a black and white image at the default resolution of your fax software or modem
OCR	Converts the item’s text to black and white word processing text, and displays it in a word processing application
Email	Scans the item as a color photo and attaches it to a new email message in your email application
Custom	Scans the item as a color photo and displays it in an image processing application
Stop/Cancel	Cancels the scan in progress.

Note: If a button is not preconfigured, the Configuration dialog box appears when you press that button. For example, if your computer does not have fax software, the fax button is not preconfigured, and you can then configure it manually using the dialog box.

SCANNING TRANSPARENCIES

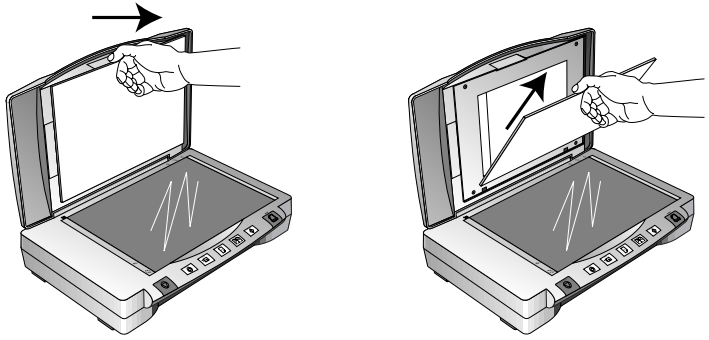
You can scan all sorts of transparencies with your 8820 OneTouch scanner, including 35mm film strips and slides, large format (4" by 5") film, and presentation slides (5" by 7") typically used with overhead projectors. When scanning film strips and slides, you can scan both positive film and negative images.

A BRIEF EXPLANATION

Your scanner has sensors that capture the image of the item being scanned. Those sensors are located in the body of the scanner. When you scan a paper item, the light in the bottom of the scanner shines up on the paper and reflects the paper's image down onto the scanning sensors. If a transparency is on the glass, however, the light from the bottom of the scanner would shine through the transparency and would not reflect its image onto the sensors. That is why your scanner has a light in its document cover. When you scan a transparency, the light in the bottom of the scanner turns off, and the light in the cover shines down through the transparency onto the sensors to capture the transparency's image.

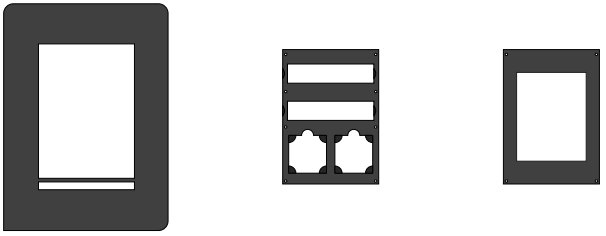
To position a transparency for scanning:

1. Unsnap and remove the pressure plate from the document cover.



The pressure plate protects the transparency light source in the document cover.

2. Find the appropriate transparency mask for the item you're scanning. The masks are in a protective plastic bag with your scanner.



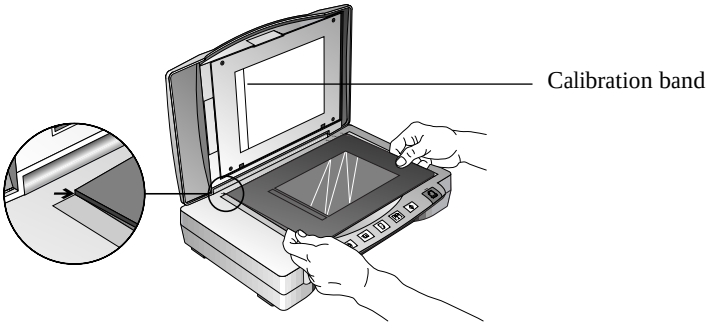
Mask for 5" by 7" transparencies.

Mask for 35mm film strips and 35mm slides.

Mask for 4" by 5" transparencies.

3. Position the large mask (the one for 5" by 7" transparencies) on the scanner glass. The mask has one square corner. Align that corner with the arrow on the scanner body.

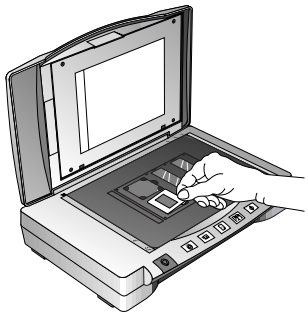
   You use the large mask when scanning any transparency.



   Note that the mask has a strip that matches a narrow band on the light panel. That narrow band is for calibration. Do not place items to be scanned in that portion of the mask.

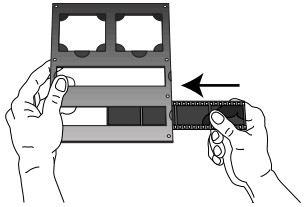
4. To scan a 5" by 7" transparency, center it in the mask on the glass.

5. To scan a 35mm slide, place the 35mm mask in the center of the larger mask, and then put the slide into one of the openings.

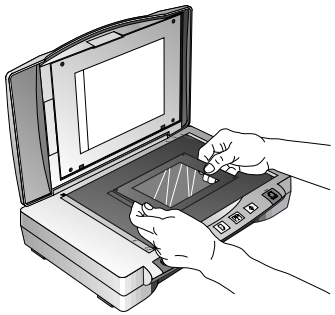


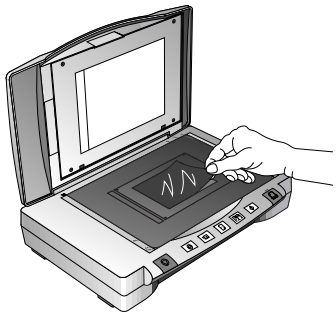
Make sure that the text on the 35mm mask faces up so slide fits properly in the mask.

6. To scan a film strip, slide the film into the 35mm mask and then put that mask in the center of the larger mask.



7. To scan a 4" by 5" transparency, place the 4" by 5" mask in the center of the larger mask, and then center the transparency.





You're now ready to scan the transparency.

To scan the transparency:

1. Start the PaperPort software and click the Twain icon on the toolbar.

   The Visioneer Scan Manager Pro appears.

Tip: You can also start the Visioneer Scan Manager Pro from the scanner buttons by setting a button to "Configure Before Scanning." See "Selecting New Options for the Buttons" on page 26.

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2. Click the drop-down menu at the top of the Scan Manager Pro and choose the type of transparency to scan.

   Scan Transparency Using:—choose this option to scan 35mm slide positives or transparency sheets

   Scan Negative Using:—choose this option to scan filmstrips or 35mm negatives, or 35mm slide negatives

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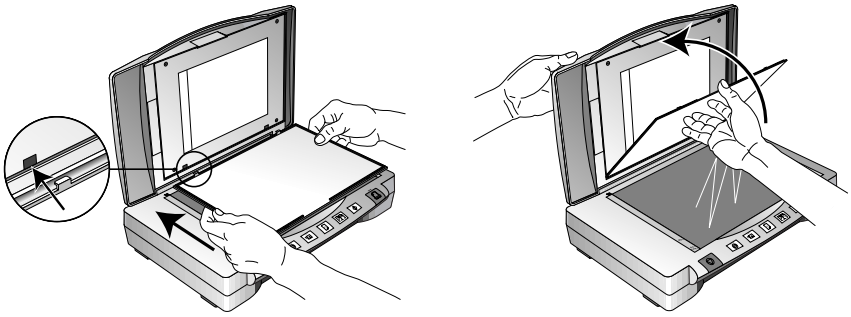
Tip: Set the resolution to 1200dpi or better when scanning transparencies. See the section, "Adjusting the Resolution and Sharpness" on page 45 for the steps to set the resolution.

Click the drop-down arrow and choose the transparency scanning option from this menu,

3. Click **Preview** to preview the image and, if necessary, adjust the various settings, then click **Scan** when the image is what you want. See “Scanning an Item with the Twain Button” on page 37 for details about scanning, and also see, “Adjusting the Settings on the Scan Manager Pro” on page 42 for the steps to adjust the settings.
4. When you are finished scanning transparencies, remove the masks from the scanner glass and store them in their protective bag.

5. Insert the pressure plate's tabs into their slots and snap the plate into its closed position.



6. Choose **Scan Reflective Using:** from the Scan Manager Pro's drop-down menu to reset for scanning paper items.

   Choosing that option turns off the transparency light in the document cover.

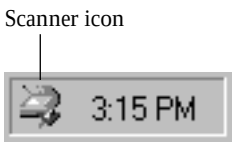
7. If you adjusted the resolution and other settings for scanning transparencies, reset those settings for scanning paper items.

CONFIGURING THE SCANNER

To configure the scanner, you display the Configuration dialog box and then select options for the OneTouch scanner buttons. You can display the Configuration dialog box from either the shortcut menu or the Button Panel.

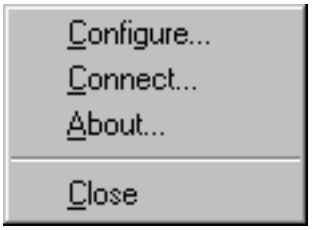
To display the Configuration dialog box from the shortcut menu:

1. Right-click the scanner icon.



   The shortcut menu appears.

2. Choose **Configure** on the shortcut menu.



The Configuration dialog box appears. Click the tab that corresponds to the button you want to configure.

To display the Configuration dialog box from the Button Panel:

1. Right-click the button you want to configure.

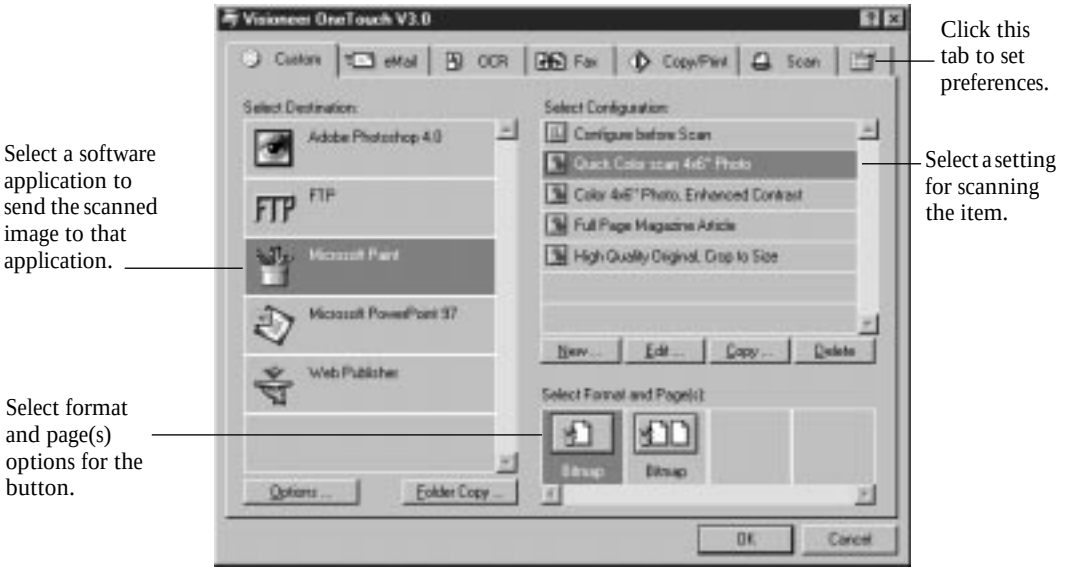
The Configuration dialog box appears. The tab for the scan button you clicked is selected for you.

ABOUT THE CONFIGURATION DIALOG BOX

The Configuration dialog box shows the current settings for each scanner button.

The tabs across the top of the dialog box correspond to the buttons. Clicking a tab shows the current settings for the corresponding button on the scanner.

For example, the following figure shows the current settings for the Custom button because the Custom tab is selected. The Custom button is set up to scan the item with the configuration named Quick Color Scan 4x6" Photo, and then after the scanning is finished, to open Microsoft Paint to display the scanned image. The Format and Page(s) setting is to scan as a bitmap for a single page item.



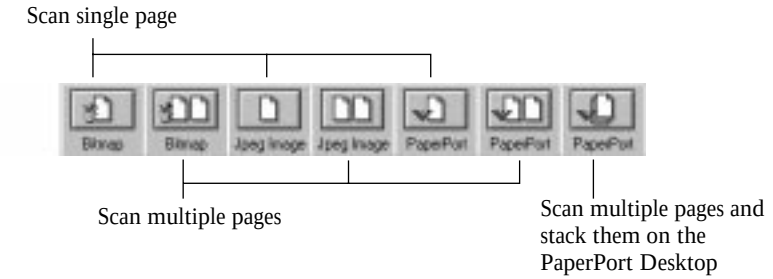
See “Setting Preferences” on page 33 to set Preferences.

The options on the Configuration dialog box are:

Select Destination—the list of applications that can open to display the scanned image. Select the application that you want to automatically open to display or process the scanned image.

Select Configuration—the list of the button's scan configurations. The configuration settings include: color, black and white, or grayscale, resolution in dots per inch (dpi), page size, brightness, and contrast. To see the details about a configuration, click its icon in the list. Click the icon again to close the detailed information.

Select Format and Page(s)—a set of options for selecting a format for the scanned image and whether to scan a single page or multiple pages. The formats are bitmap, JPEG, and PaperPort. Use PaperPort for scanning any item. Bitmap and JPEG formats are usually for photos or artwork. See "About JPEG Compression" on page 32 for more information about JPEG. The page icons represent single or multiple page scanning.



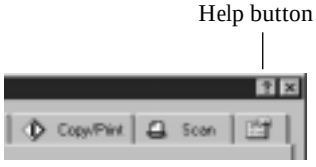
Properties—displays a dialog box for selecting options about the destination application for the scanned image. Each destination application has its own properties dialog box.

Folder Copy—displays a dialog box for selecting the folder to use for storing copies of the scanned images.

GETTING HELP

You can get help with the scanner's features or any of the options on the Configuration dialog box using either of the following methods:

- When the Configuration dialog box is displayed, press the **F1** key on your keyboard
- Click the Help button at the top right corner of the Configuration dialog box



SELECTING NEW OPTIONS FOR THE BUTTONS

You can select a new destination application, configuration, and image format for a scanner button to optimize it for the type of scanning you want to do. You use the Configuration dialog box to select new options.

To select new options for a scanner button:

1. Display the Configuration dialog box.

   Click the tab of the button whose options you want to change.

2. Scroll the list of applications in the Select Destination list and click the new application you want to use to view and work with the scanned image.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected destination application.

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3. Click a selection in the Select Configuration list to choose a new scan configuration for the selected scanner button.

   The configurations in the list are preset for the application you select in the application list. If you select another application, the configurations are for that application.

   If you want to scan using the Visioneer Scan Manager Pro, click the option, Configure before Scan. Now when you press the selected scanner button, the Visioneer Scan Manager Pro dialog box appears first and you can use it to scan. See “Scanning an Item with the Twain Button” on page 37 for details.

4. Select one of the Format and Page(s) options for the button.

5. Click **OK**.

   Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new destination application.

Note: The Configuration dialog box is also available from the scanner icon on the Windows taskbar. Click the icon to see the scanner buttons panel. Click a button on the panel with the right mouse button (don't click with the left mouse button; clicking with the left mouse button starts scanning). The Configuration dialog box appears.

CREATING NEW CONFIGURATIONS

You cannot change settings such as brightness or contrast of the preset configurations. To scan with settings other than those offered by the preset configurations, you must first create a new configuration and then use it to scan.

To create a new configuration click the New button. You can also click Copy to copy a preset configuration, change its settings, and then save it under a new configuration name. To see Help for creating a new configuration press the F1 key on your keyboard.

ADJUSTING SCAN SETTINGS AND PAGE SETTINGS

When scanning using a configuration that you created yourself, you can adjust that configuration's scan settings and page settings. For example, if the scanned image is too dark, you can adjust the brightness of the scan setting.

Note: You cannot change the scan settings or page settings for any of the predefined scan configurations. You can only adjust settings for scan configurations that you create yourself. See the section above, "Creating New Configurations".

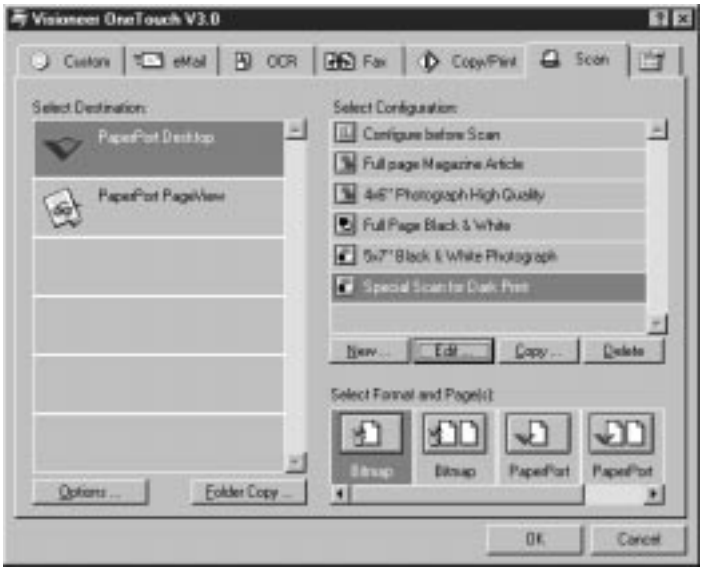
To adjust the scan settings and page settings:

1. Display the Configuration dialog box.

   Click the tab of the button whose options you want to change.

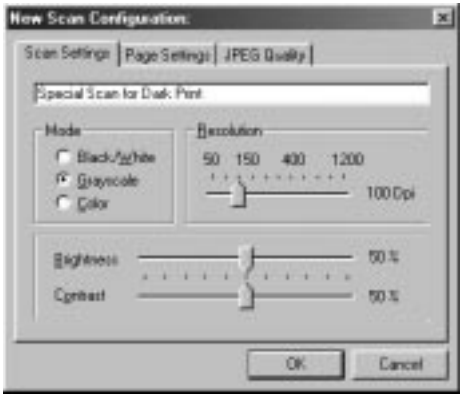
2. In the Select Configuration list, click the configuration that you want to adjust.

   For example, the following figure shows a configuration named Special Scan for Dark Print (which you would have created earlier).



3. Click the **Edit** button.

   The dialog box appears for adjusting the scanning settings of the selected configuration.



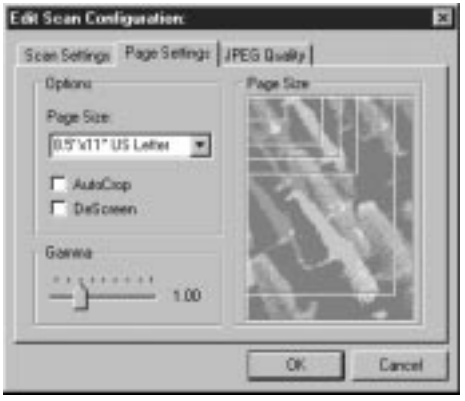
4. Adjust the scan settings that you want.

   Mode—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

   Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 1200 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black/White mode.

5. Click the Page Settings tab to adjust the scan page settings.



   Page Size—Choose a page size from the drop-down list. The outlines on the picture represent the various page sizes. Clicking one of those outlines also selects it as the page size for the scan. If

you select the Custom option from the drop-down list, boxes appear in place of the picture. Enter the horizontal and vertical page dimensions in the boxes.

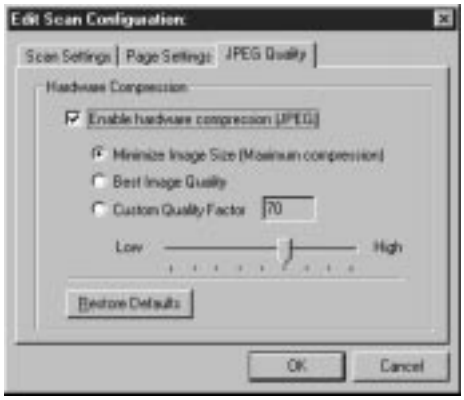
AutoCrop—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the Page Size menu selection.

DeScreen—Select this option when scanning a picture from a newspaper or magazine article, or other item that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image. The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs. The DeScreen setting does not apply to the Black/White mode.

Gamma—Drag the slider to improve how the colors in a scanned image look on your monitor. Gamma correction allows you to achieve precise color matching. Because the computer cannot always transmit the exact color information to the hardware, you may have to make some color adjustments using the Gamma feature.

The default Gamma setting works fine in most cases and normally does not need to be adjusted.

6. If a JPEG tab is available, click it to select image compression settings. Please see “About JPEG Compression” on page 32 for information about the JPEG settings.



Enable hardware compression (JPEG) —Click to make the JPEG compression options active.

Minimize Image Size (Maximum compression)—Select this option to produce the smallest file size for the image; image quality is lowest.

Best Image Quality—Select this option to produce the best quality image; file size is larger.

Custom Quality Factor—Set your own choice for file size and image quality. Enter a number in the Quality Factor box or drag the slider to set the Quality Factor. High means higher image quality and larger file size. Low means lower image quality but smaller file size.

Restore Defaults—Click to return the slider and Custom Quality Factor to their original settings

7. Click **OK**.

   The Configuration dialog box reappears. Make sure the configuration you just defined is selected.

8. Click **OK** on the Configuration dialog box.

   The new configuration and its adjusted settings now apply to the button whose tab is selected at the top of the Configuration dialog box.

Note: If you select the Copy/Print or Fax button, the dialog box for editing and adjusting the settings will have a Device tab for selecting options for a printer or copier. See the Help for more information.

ABOUT JPEG COMPRESSION

Scanned graphics, photos, and other images can sometimes produce large files. The JPEG options for scanning reduce the file size by compressing the image electronically. But compression also reduces image quality. Therefore, compressing an image involves a trade-off between image quality and file size. In many cases, loss of quality due to compression is not readily apparent, but the amount of compression you select—if any—depends on the quality you want.

The JPEG compression options only apply to:

- Destination applications used for graphics, photos, and artwork images. Word processing applications, fax applications, and other text-based destination applications do not use JPEG compression.
- Scan modes for color or grayscale scanning. JPEG compression does not apply to the Black/White scan mode.

Note: You can add JPEG compression to the existing preset configurations if the destination application is for graphics, photos, or other artwork images.

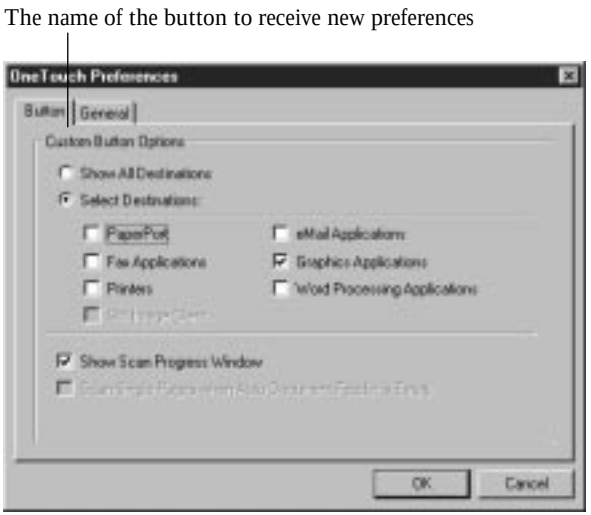
SETTING PREFERENCES

The preferences apply to each button and to the scanner.

To set preferences:

1. On the Configuration dialog box, select the tab for a button to set its preferences.
2. Click the Preferences tab on the Configuration dialog box.

The Preferences dialog box appears. The dialog box shows which button you selected for new preferences.



If the Button tab on the Preferences dialog box is not selected, click it.

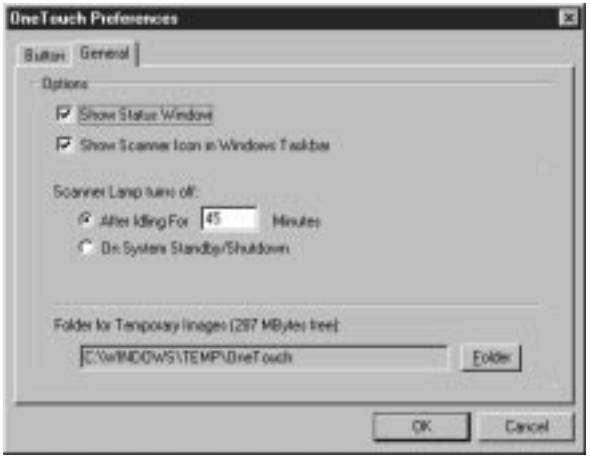
Show All Destinations—Clicking this option automatically selects all the destination applications categories. When you click the button's tab on the Configuration dialog box, its list of destination applications include all of the applications on your computer that

fall into these categories. For example, the destination applications for the email button are usually email applications. By selecting the Show All Destinations option as the preference for the email button, all the other types of applications are included in the list of email destination applications.

Select Destinations—Select this option to individually choose the types of applications to include in the button's list of destination applications. Click in the boxes for the types of applications to include in the button's list.

Show Scan Progress Window—Select this option to see the window that shows a rendition of the image during the scanning. See the sample on page 14.

3. Click the General tab to set preferences for the scanner.



Show Status Window—Select this option to see the small window at the bottom right corner of the screen that shows the status of the scanning and other information as shown in this sample:

Show Scanner Icon in Windows Taskbar—Select this option to see the small icon representing the OneTouch scanner in the Windows taskbar

Scanner Lamp turns off—These options control when the scanner lamp powers goes off.

After idling for xx minutes—Select this option to automatically turn off the lamp if the scanner hasn't been used for the specified time. This option saves energy and extends the lamp's life. Click in the box and enter the number of minutes for the lamp to remain idle before turning off. If you scan when the lamp is off, it warms up before scanning resumes.

On System Standby/Shutdown—Select this option to turn off the lamp when you turn off your computer, or when the computer's energy saver option automatically puts the computer into standby mode.

Folder for Temporary Images—Click the Folder button and then select a folder for the scanner's temporary images. During scanning, a temporary file contains scan information about the image. Because temporary image files can sometimes be large, select a folder that has sufficient disk space available.

4. Click **OK**.

SCANNING FROM THE PAPERPORT SOFTWARE

Instead of using a scanner button, you can scan directly from the PaperPort software. To scan transparencies you must scan from the PaperPort software or other Twain software.

Note: You can also scan directly with other software that meets the Twain standards for scanning, which includes many graphics and imaging applications available for your computer. The following steps explain how to set up and scan from the PaperPort software but you use the same basic processes with other Twain software.

To scan from PaperPort, you must first do a one-time-only set up of the software.

To set up the PaperPort software with the scanner:

1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it. The PaperPort Desktop appears.
2. From the PaperPort **File** menu, choose **Select Source**. The Select Source dialog box appears, and shows your Visioneer OneTouch scanner (as well as all other Twain devices installed on your computer).

3. Choose the Visioneer OneTouch 8820 scanner option, and then click **Select**.

Note: You don't need to set up the scanner again unless you change the source to some other Twain device, such as a digital camera.

SCANNING AN ITEM WITH THE TWAIN BUTTON

The following steps explain how to scan an item using the Twain button in the PaperPort software. You can scan many types of paper items, from small business cards to A4-sized pages. You can also scan transparencies including 35mm photographic slides and strips of film, as well as presentation slides used with overhead projectors.

Note: Your Visioneer OneTouch scanner is initially set to scan from the PaperPort software for color items. To scan a black-and-white or greyscale item, select one of the other configurations from the Scan Manager Pro's list of configurations. To scan at a higher resolution for a color image, select Color—Better Quality. However, scanning at a higher resolution creates a larger file size and takes longer to scan. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan.

To scan an item:

1. Open the scanner cover, place the item face down onto the lower left edge of the scanner glass, and close the cover.

2. If PaperPort isn't running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.

3. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

Note: You can also scan from other applications that have the Twain capability. See the user's guides that you received with those applications for their specific steps to scan.

The Visioneer Scan Manager Pro appears.

Choose a scanning option. Scan Reflective Using is for scanning paper items. The other options are for transparencies.

Click an icon to select a configuration—Color, Grey Scale, or Black&White. This example shows the Color/ Custom configuration is selected. Clicking the "+" sign in front of Custom shows Custom's scan settings as a list.

Click a setting in the list if you want to change it. The setting's options appear on the right side of the Scan Manager Pro where you can select new options if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image's file.

Click Preview to see what the image will look like. The Preview image appears in the window.

If the image is what you want, click Scan. If not, adjust the settings or select a new configuration and click Preview again.

Click AutoScan to scan with your preset scan choices.

You can now scan manually by previewing the image and adjusting the scan settings to your liking, or you can click **AutoScan**.

The AutoScan feature uses your preset scan settings and the scanner's automatic image analysis capabilities to find the optimum combination of settings for the item you're scanning.

Note: The appearance of the Scan Manager Pro window depends on your computer monitor's screen resolution. Therefore, what you see on your computer screen may be slightly different than the examples shown in this Guide.

To scan manually:

1. On the Scan Manager Pro, select a configuration for the scan.

   For example, select Color Configurations and then select Custom to scan a color item with the preset Custom scan settings.

   That configuration's settings appear as a list. Click the "+" sign to see the full list of scan settings. Click the "-" (minus) sign to collapse the list.

   To see the settings for another configuration, click it in the list. For example, to see the Grey Scale settings, click the Grey Scale configuration.

2. Click the **Preview** button to preview the scanned image before scanning it.

   The scanner scans the item and displays a preview using the options you selected.

3. Review the image to make sure it's what you want.

4. To adjust one of the settings for the scan, click it in the list of settings.

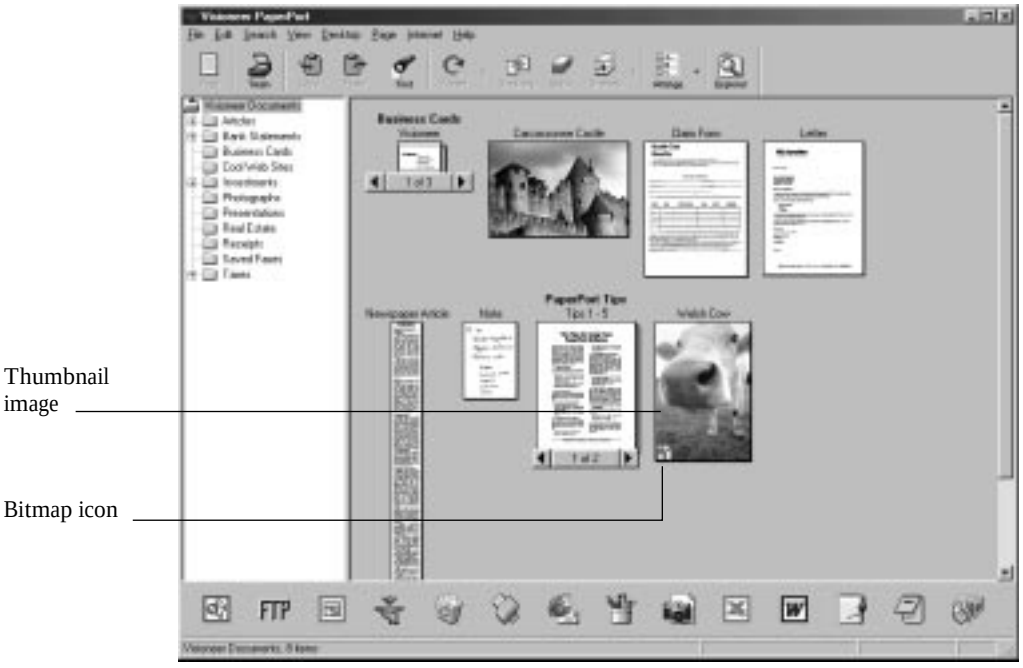
   A panel appears on the right side of the Scan Manager Pro for that setting. Select new options for the setting on that panel. See "Adjusting the Settings on the Scan Manager Pro" on page 42 for more about changing the scan settings.

5. (optional) To preview the image again, click the **Preview** button.

6. Readjust the settings if necessary.

7. When you're satisfied with the image settings, click the **Scan** button.

   When the scan is complete, the scanner displays the final image as a thumbnail on the PaperPort Desktop. If the item is scanned as a bitmap image, a small bitmap icon appears in the lower left corner of the thumbnail.



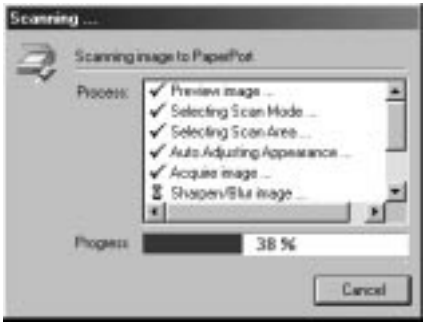
To scan automatically:

1. Click **AutoScan**.

   The scanner uses your preselected resolution setting for the configuration you selected. See “Setting Preferences” on page 56 to set the AutoScan settings.

   In addition, your OneTouch 8820 scanner has built-in image analysis capabilities that find the optimum combination of settings for the item you’re scanning. When you click AutoScan, the scanner analyzes the image and adjusts the settings to produce the optimal scanned image.

   The following dialog box appears while the scan is in progress. Checkmarks indicate that phase of the process is finished.



The autoscanned image appears as a thumbnail on the PaperPort Desktop.

2. Use the PaperPort software to work with the image.

   Please see the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD for more information about using the PaperPort software.

GETTING HELP WITH THE PAPERPORT SOFTWARE

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software.

- To see help information, press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window.

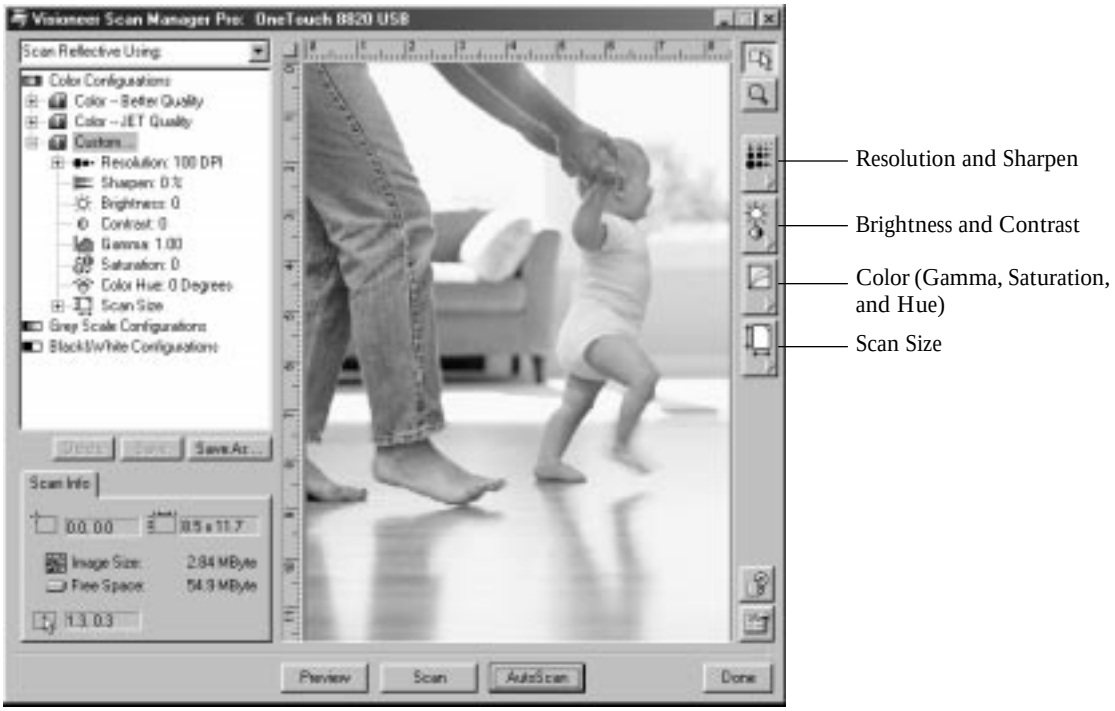
Tip: Also see the technical support card included with your scanner.

ADJUSTING THE SETTINGS ON THE SCAN MANAGER PRO

You can adjust the scan settings on the Visioneer Scan Manager Pro to produce the best possible image.

To adjust a setting:

1. Click a setting in the list of settings, or click its corresponding button on the right side of the Scan Manager Pro.



Note: The list of scan settings for a configuration only apply to that type of configuration. For example, the Black&White configuration does not have a setting for adjusting the Color Hue.

The following figure shows an example of the Scan Manager Pro if you click the Resolution setting in the list, or click the Resolution and Sharpen button.

Click to close the settings panel

Note: The information in the scan settings list and the options that you select on the various settings panels are interactive. That is, as you change the settings on the panel, the numbers in the list on the left also change.

SAVING A NEW PROFILE

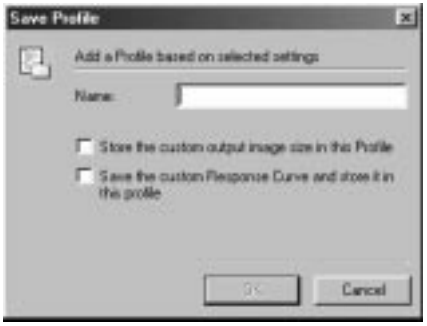
If you adjust the scan settings you can save them as a profile for later use.

To save a new profile:

1. Select a configuration on the Scan Manager Pro, such as Color/ Custom.
2. Adjust the settings that you want for later use.

3. Click **Save As**.

   The Save Profile dialog box appears.



4. Type a name for the new profile.
5. Select the options you want:
   - **Store the custom output image size in this Profile**—you can create a custom image size as part of the settings; if you adjusted the output image size for the selected configuration, that output image size is saved with this profile. See “Saving a Custom Size” on page 55 for more about a custom image size.
   - **Save the custom Response Curve and store it in this profile**—you can also create custom settings for the colors of a scanned image. Those color settings are called the Response Curve. Select this option to save the response curve settings with this profile. See “Adjusting Gamma, Saturation, and Color Hue” on page 49 for more about the response curve settings.
6. Click **OK**.

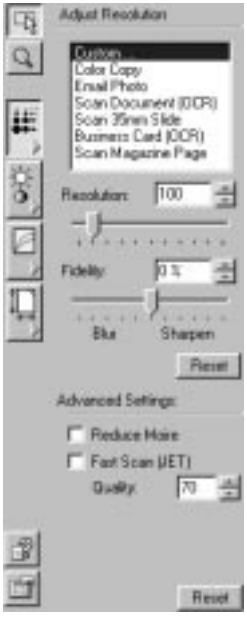
   Your new profile is now listed as one of the configurations. Select it when you want to reuse its settings.

ADJUSTING THE RESOLUTION AND SHARPNESS

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for the scan is in dots-per-inch (dpi). The higher the resolution, the finer the details, however, higher dpi settings also produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

Sharpness determines the amount of blur in an image. Your scanner can sharpen an original blurred image by adjusting the blurry edges in sections of the image.

The following figure shows the resolution and sharpen options:



Reminder: The location of various buttons on the panels may be slightly different on your Scan Manager Pro window because the appearance of the window depends on you computer monitor's screen resolution.

To adjust the resolution and sharpness:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

   For example, to set the resolution for scanning a business card, select Business Card (OCR). That setting is sufficient for your optical character recognition (OCR) application to read the small print on a business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

3. To adjust the sharpness, drag the **Fidelity** slider to the left to decrease the sharpness or to the right to increase the sharpness.

   You can also type a number directly into the sharpness setting box, or click the up and down arrows next to the box to increase or decrease the setting.

   To return the settings to their original amounts, click Reset.

The resolution and sharpen panel also includes two advanced settings for Moire patterns and Fast Scan (JET). Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. The Fast Scan (JET) option is for compressing JPEG files. See “About JPEG Compression” on page 32 for more information about the JPEG compression.

To use the advanced options:

1. Click **Reduce Moire** to scan the image and limit or eliminate the amount of moire patterns.

2. Click **Fast Scan (JET)** to scan the image with a quality setting for JPEG compression.

   Type a number into the quality setting box, or click the up and down arrows next to the box to increase or decrease the setting.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The histogram shows the amount of the image (that is, the number of pixels) at different brightness levels. From left to right, the histogram indicates dark to light. To see this visually, drag the Brightness slider back and forth and watch how the distribution of pixels changes to indicate a darker or lighter image.

The following figure shows the brightness and contrast options:

To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.

   You can also type a number directly into the brightness setting box, or click the up and down arrows next to the box to increase or decrease the setting.

2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

   The Histogram represents the settings as you drag the sliders.

   For color scan configurations you can adjust the brightness and contrast using a single color, or all together, by choosing from the drop-down menu at the top of the Histogram.

   For example, if you select Red from the menu and drag the Brightness and Contrast sliders, you can see how the red component of the histogram changes. Note, however, that the Green and Blue components also change relative to those new brightness and contrast settings.

3. Click the **Auto** button to have the scanner analyze the image and set the appropriate brightness and contrast.

You can also adjust the brightness and contrast by sampling portions of the image in the preview window. The three Sampler buttons correspond to the Black, Mid tones, and White portions of an image.

To use the Sampler buttons:

1. Click one of the buttons.

   The pointer automatically moves onto the image and becomes a sampler pointer.

2. Place the pointer on the portion of the image for that sample and click.

   For example, if you selected the Black sampler button, place the pointer on the blackest part of the image.

3. Repeat with each of the other Sampler buttons.

4. Click **Adjust**.

   The image changes to show your new settings.

   If the image is not what you want, click **Reset** to return the image to its original brightness and contrast.

ADJUSTING GAMMA, SATURATION, AND COLOR HUE

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the midtones of the color, saturation is the strength or purity of a color, and hue is the color your eyes see as reflected from the image. These color settings are represented by a response curve.

The horizontal axis of the response curve represents the original settings of the image, and the vertical axis represents new settings. Thus, the curve is a straight line from the lower left to upper right for an original, unchanged image. To see how the response curve indicates changes, drag the Gamma slider to left and right.

The following figure shows the color options:

To adjust the color settings:

1. From the Channel drop-down menu, choose the individual color (Red, Green, or Blue) that you want to use as the basis for adjusting the image, or choose **All** to adjust them together.
2. From the Edit Style drop-down menu, choose the type of color editing that you want to use:
   - **Gamma**—the response curve changes as you change the gamma setting; you can also change the saturation and hue settings.
   - **Freestyle**—you can drag points and sections of the response curve to create interesting and unusual color effects. Put the pointer on the curve and drag left, right, up or down. The image changes its colors in response to the new curve. The x and y numbers at the bottom of the response curve indicate the exact position of the pointer on the curve. The Gamma slider remains fixed when you use the Freestyle option.
3. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

   You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.
4. Click **Reset** to return the settings to their original numbers.

   The upper Reset button is for the gamma setting, the lower one is for saturation and hue.
5. To save the settings of a response curve, click **Save**.

   Saving is available for settings created with the Freestyle editing option so you can load and reuse the exact settings on other images. This is especially helpful for complex Freestyle response curves.

   A dialog box appears that lists the names of previously saved settings. Type a name for your new settings and click **OK**.
6. To reuse a saved response curve setting, click **Load**.

   A dialog box lists the names of your previously saved settings. Select the one you want and click **OK**.

ADJUSTING OUTPUT SIZE

The item you're scanning may not fill the scanner glass. In that case you can preview the item and use the Auto Trim option to automatically eliminate the unwanted sections of the image.

You can also adjust the output size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the output size removes the rest of the photograph from the final scanned image.

The following figure shows the output size options:

To Auto Trim an item:

1. Click **Auto Trim**.
2. Click **Trim**.

   The scanner senses the edges of the item on the glass and draws a dotted line around the image in the window.

   Check to make sure the dotted line encloses the image that you want.

   A new Scan Info box on the lower left portion of the Scan Manager Pro shows the information for the autotrimmed area.

3. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.

   For example, if you want the scan to include a border around the image, you can drag the dotted line to be slightly larger than the autotrimmed area.

   To use the pointer to drag the line, make sure the pointer button is selected at the top of the window.

4. When the trimmed area is what you want, click **Scan**.

To manually set the output size for an item:

1. To scan the entire item on the glass, click **Same as Original**. No sections are trimmed.
2. To set the output size yourself, click **Same as Original** to remove the checkmark.

   The settings for the output size become active.

3. Put the pointer on the image and drag the mouse to enclose the section you want in the scanned image.

   As you drag the mouse, a dotted box appears on the image and the size settings change to reflect the new output size area. You can also type in the size settings boxes.

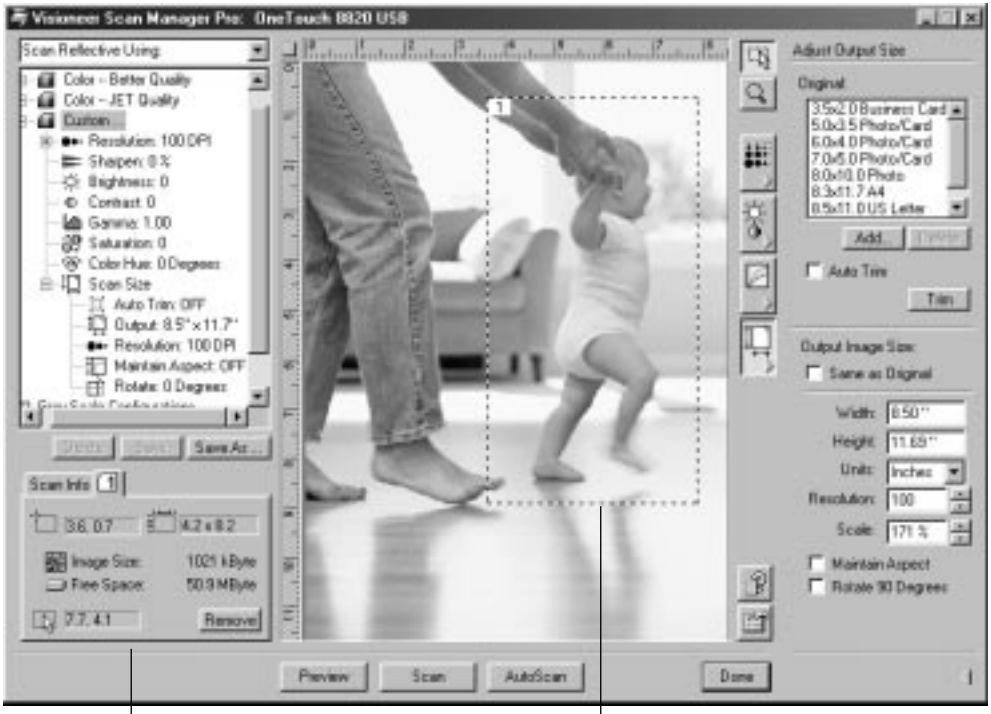
   - **Width** and **Height**—the measurements of the final image after it's scanned; for example, if you plan to print the image on a typical piece of paper, the width and height are 8.5 and 11.0 inches
   - **Units**—units of measurement for the new area; click the drop-down arrow and choose new units if you want
   - **Resolution**—the dots-per-inch (dpi) setting for the new area
   - **Scale**—the amount of enlargement or reduction of the image to fill the width and height measurements; for example, if you select a small area and have set the width and height to a paper size, the scale automatically increases to enlarge the small image so it's the same size as the paper

   A new Scan Info box on the lower left portion of the Scan Manager Pro shows the information for the new area.

   You can select multiple areas. A new Scan Info box appears for each one.

   The following figure shows an example of a manually selected area.

Note: When you manually select an area, the settings on the other panels are for that selected area, not the whole image. For example, the histogram on the resolution panel and the response curve on the brightness and contrast panel refer to only your newly selected area.



A new Scan Info box for the area selected on the image.

The area you selected to scan.

4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.

To use the pointer to drag the line, make sure the pointer button is selected at the top of the window.

5. To rotate the selected area 90 degrees, click **Rotate 90 Degrees**.
6. To maintain the selected area's length-to-width relationship (known as the aspect ratio), click **Maintain Aspect**.

   Note that as you rotate the area or maintain its aspect ratio, the width and height measurements change to reflect the new orientation of the image.
7. When the settings are what you want, click **Scan**.
8. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

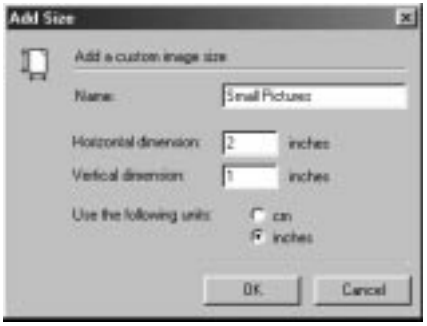
SAVING A CUSTOM SIZE

If you have several items of the same size, such as a group of small photographs, you can create a custom size and reuse it whenever scanning those items.

To save a custom size setting:

1. Click **Add** under the list of sizes.

   The Add Size dialog box appears.

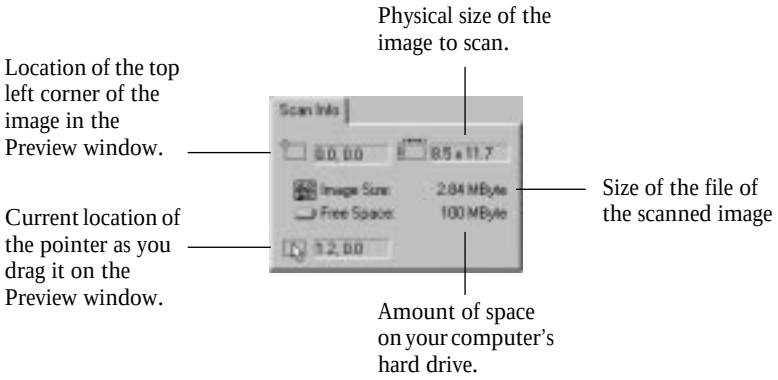


2. Type a name and dimensions for the size.
3. Click **OK**.

   The new custom size is now listed in the box at the top of the panel. Select it in the list to automatically reuse the custom size.

THE SCAN INFO BOX

The following figure shows the information on the Scan Info box:



ZOOMING IN AND OUT

You enlarge or reduce the preview image by zooming in or out.

To enlarge and reduce the preview image:

1. Click the **Zoom** button.
2. Put the pointer on the image.
3. Click the left mouse button to zoom in (enlarge).
4. Click the right mouse button to zoom out (reduce).
5. To return the image to its full size, click the Pointer button directly above the Zoom button, put the pointer on the image and click the right mouse button. Select **Show Full Image** from the pop-up menu that appears.

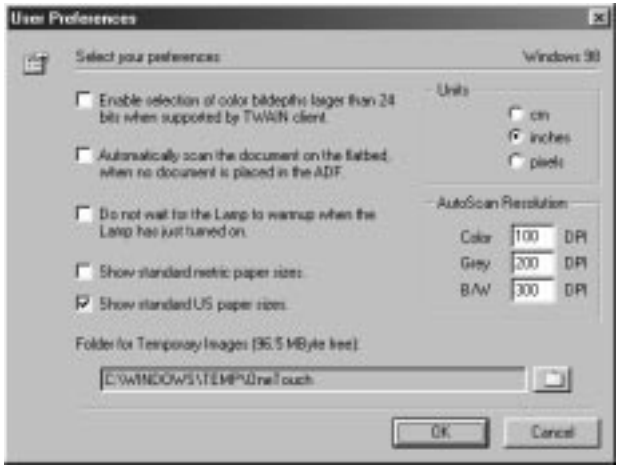
SETTING PREFERENCES

You can set preferences for the Scan Manager Pro and scanner that are independent of the preferences for the PaperPort software.

To set the Scan Manager Pro preferences:

1. Click the **Preferences** button.

   The User Preferences dialog box appears.



2. Select the preferences you want:

   - **Enable selection of color bitdepths...**—your OneTouch 8820 scanner supports a tremendous range of colors (defined as 48-bit depth enhanced color), but other devices (called the TWAIN clients), such as older cameras that you can use with the Scan Manager Pro support only a 24-bit depth range of colors. Select this option to automatically allow the Scan Manager Pro's color settings to support more than a 24-bit depth if the other devices also support the greater range of colors. Then, when you open the Scan Manager Pro from other applications, options for bit depth include the higher settings.
   - **Do not wait for the Lamp...**—when you first start scanning, the lamp in the scanner warms up slowly. This helps extend the life of the lamp. However, if you want the lamp to come on immediately without warming up. select this option.
   - **Show standard metric paper sizes**—select this option if you use metric paper to print images. When you select the scan size output options, the width and height dimensions are then for metric paper sizes.

- **Show standard US paper sizes**—select this option to set the paper sizes for standard US paper.
- **Units**—select the measurement units for the ruler around the preview window. The x and y coordinates of the pointer position are relative to the units.
- **AutoScan Resolution**—you can scan an item by clicking the AutoScan button on the Scan Manager Pro. The scanner uses these resolution settings for the respective configurations: Color, Grey Scale and Black and White.
- **Folder for Temporary Images**—when you scan an item, its scanned image is initially stored in a folder before being sent to the PaperPort Desktop or some other application. Instead of using the default folder specified by the Scan Manager Pro, you can select another folder on your computer. Usually the only reason to select this option is if the default folder is on a hard disk with limited storage space. Click the folder icon and the Browse for Folder dialog box appears. Select the folder you want to use and click **OK**. That folder name is then listed on the Preferences dialog box.

3. Click **OK** to save your preferences.

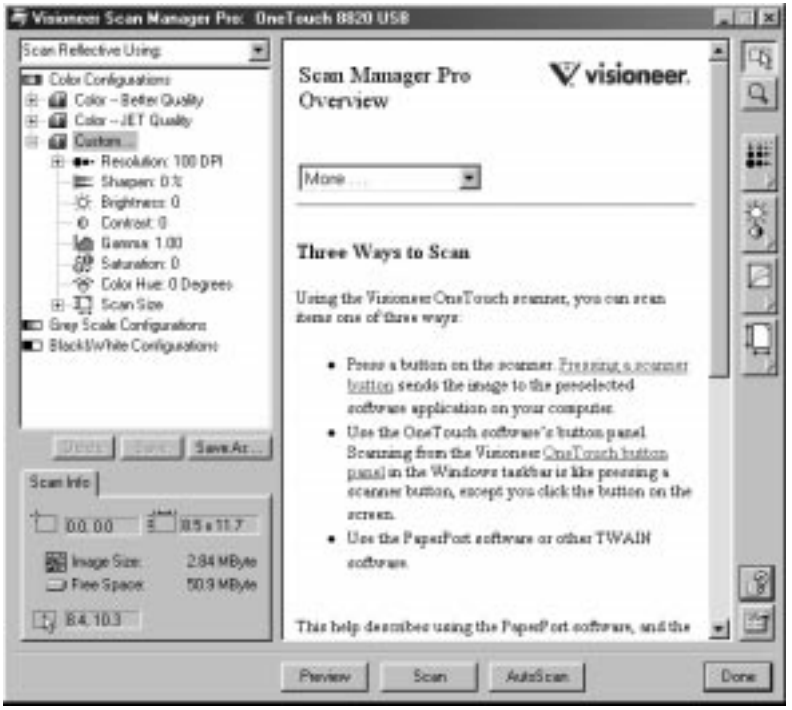
GETTING HELP WITH THE SCAN MANAGER PRO

The Scan Manager Pro has its own help system, separate from the PaperPort software help system.

To see the Scan Manager Pro help information:

1. Click the **Help** button.

   The Help dialog box appears.



2. Scroll to see the help information.
3. Click the drop-down menu to see additional topics. Choose **Home** from the menu to return to the first page of help.
4. To exit the help system, choose **Exit** from the drop-down menu, or click **Exit** at the bottom of the page.

CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the scanner's glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass or dust or debris.

VISIONEER ONETOUCH 8820 SCANNER SPECIFICATIONS

Bit Depth	42-Bit color (internal), 14-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 1200 x 2400 dpi
Maximum Item sizes	8.5 x 11.69 inches (21.6 x 29.7 cm)
Scanner dimensions	
Height	4.0 inches (10.2 cm)
Width	11.7 inches (29.7 cm)
Length	16.7 inches (42.4 cm)
Weight	7.2 pounds (3.3 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power supply	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
Safety and agency certifications	UL, ULc, GS, FCC Class B, VCCI Class 2, CE
Hardware warranty	One-year limited warranty

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